



STEP 3

Review Move-In Documents

Tenant Name _____
(please print)

Date _____

You can scan/email the form to your caseworker or bring it with you to your appointment. If you have any questions, please contact your case manager. Email addresses are provided on the HCV Staff page.



Tenant Tip: Your initials indicate that you were provided a copy of each form during recertification.

Document Name	Purpose	Initials
Supplement to Application for Federally Assisted Housing (HUD-92006)	<p>Allows to you provide contact information is for a person (or organization) to help resolve any issues that may arise during your tenancy or to provide any special care or services you might need.</p> <p>You are not required to give this information, but if you choose to, this is the form used to provide it. You will complete it at move in and be asked to verify it's still correct at annual recertification. (Don't worry, you can change the information you provide any time you need to.)</p>	
Debts Owed to Public Housing Agencies and Terminations (HUD-52675)	<p>To inform you that HUD maintains a database of debts owed to housing authorities and Section 8 landlords. This database contains potentially negative information about former tenants. The information is maintained in HUD's Enterprise Income Verification (EIV) system.</p> <p>This form explains what information is kept, who sees it, how it's used, and your rights regarding the information. You will sign it at move in and be reminded at annual and/or interim recertifications.</p>	

Document Name	Purpose	Initials
Designation of Beneficiary	In the event of your death while a resident, this form names a person to whom the housing authority will deliver your personal property and any unused portions of your rent and/or deposit.	
Rental Housing Integrity Improvement Project (RHIIIP) (EIV & You Brochure)	To further explain the purpose and implications of HUD's Enterprise Income Verification System (EIV).	
HCV Briefing for Transfer Tenants	Helps acclimate tenants transferring from other housing authorities to NSBHA's policies and expectations.	
Addendum to the Lease Agreement for a Drug Free Housing	Explains NSBHA's Drug/Violence free Housing policies and the obligations that relate to you, your household, and your guests. Reiterates that your tenancy may be terminated for violation of these policies.	
Obligations of the Family Under the Housing Choice Voucher (HCV) Program	Explains federal regulations that you and your household are responsible to understand and follow as Housing Choice Voucher tenants.	
Protect Your Family from Lead in Your Home Brochure	Explains the dangers of lead in a dwelling and what you can do to protect your family.	
Fraud Statement	Explains fraud and the legal penalties for committing fraud that results in a lower rent payment.	
Tenant Insurance Notice	Explains that NSBHA is not responsible for loss of personal property. Encourages tenants to get rental insurance.	
Email Addresses <i>Please update as needed</i>	Provides the NSBHA with your email address and explains how it will be used.	
Access Florida Authorization Form	Authorizes the Department of Children and Families to provide information to the NSBHA staff.	
Background Check Authorization	A reminder of the Background Check Authorization you signed at move-in. We'll conduct a new background check at each annual recertification.	
Updated for Current Year		
Annual Income Limits	To show you how HUD defines Low, Very Low, and Extremely Low income. These definitions are based on not only income but also family size and they factored into your rent calculation.	
Utility Allowance Schedule	Discloses the dollar amount of allowances for tenant utilities as determined by HUD.	

Tenant Signature

Date